

COUNTY OF MORGAN  
STATE OF WEST VIRGINIA  
COMMERCIAL AND INDUSTRIAL  
IMPROVEMENT LOCATION PERMIT  
PRE-APPLICATION

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1. BUSINESS NAME: \_\_\_\_\_ DATE OF APPLICATION \_\_\_\_\_

2. OWNER: \_\_\_\_\_ PHONE: \_\_\_\_\_

3. DEVELOPER: \_\_\_\_\_

4. ADDRESS: \_\_\_\_\_

5. HOME PHONE: \_\_\_\_\_ WORK PHONE: \_\_\_\_\_ FAX #: \_\_\_\_\_

6. NAME OF SURVEYOR/ENGINEER: \_\_\_\_\_ PHONE: \_\_\_\_\_

7. DISTRICT: \_\_\_\_\_ TAX MAP: \_\_\_\_\_ PARCEL: \_\_\_\_\_

SITE LOCATION: \_\_\_\_\_

8. DESCRIPTION of BUSINESS: What Type of Business Are You Planning (Retail, Wholesale, Service)

9. WHAT PRODUCT WILL YOU SELL? \_\_\_\_\_

10. WILL THERE BE ANY HAZARDOUS SUBSTANCES (MATERIALS) OR EXPLOSIVES ON SITE:

\_\_\_\_\_ IF SO, PLEASE DESCRIBE: \_\_\_\_\_

11. WHAT TYPE OF BUSINESS OPPORTUNITY? (New, Part-Time, Expansion, Seasonal, Year-Round)

12. HOW MANY CUSTOMERS WILL BE VISITING ON AN AVERAGE DAY? \_\_\_\_\_

13. BUILDING DIMENSIONS: \_\_\_\_\_

14. # OF PARKING SPACES: \_\_\_\_\_ # OF HANDICAP SPACES: \_\_\_\_\_

15. ESTIMATED COST: \_\_\_\_\_ ESTIMATED COMPLETION DATE \_\_\_\_\_

16. BRIEF DESCRIPTION OF TYPE OF OPERATION: \_\_\_\_\_

17. HOW MANY EMPLOYEES WILL BE NEEDED? \_\_\_\_\_

18. WHAT IS THE ESTIMATED MAXIMUM NUMBER OF EMPLOYEES? \_\_\_\_\_

19. HOURS OF OPERATION: \_\_\_\_\_

20. NUMBER OF ENTRANCES AND EXITS FROM COUNTY ROUTE: \_\_\_\_\_

21. IS THERE THE POSSIBILITY OF FUTURE EXPANSION: \_\_\_\_\_

**NOTE: Written Approval of Water & Sewer is Required.**

**SIGNATURE of APPLICANT:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

PLEASE SKETCH THE SITE INCLUDING: (1) Well (2) Central Sewage/Septic System Lines (3) New Building(s) to be Constructed (4) Roadways (5) Existing Structures.

**DRAWING OF PROPOSED SITE:**



The Section Below to be Completed By Planning Commission Staff:

REQUIRES PLANNING COMMISSION REVIEW: YES \_\_\_\_\_ NO \_\_\_\_\_

PLANNING COMMISSION REVIEW DATE: \_\_\_\_\_

PERMIT OFFICER: \_\_\_\_\_

**MORGAN COUNTY  
COMMERCIAL AND INDUSTRIAL  
IMPROVEMENT LOCATION PERMIT  
SITE PLAN DATA CHECKLIST**

<b>Section 3.2 Site Plan Format</b>	<b>Addressed</b>	<b>Not Applicable</b>
1. Landscaping Plan	<hr/>	<hr/>
2. Fencing	<hr/>	<hr/>
3. Exterior Lighting (Location, Height & Lamp Specifications)	<hr/>	<hr/>
4. Interior Roadways and Off Street Parking	<hr/>	<hr/>
5. Pedestrian Walkways and Sidewalks	<hr/>	<hr/>
6. Provisions for Solid Waste Collection	<hr/>	<hr/>
7. Open Space and Recreational Facilities	<hr/>	<hr/>
8. Communication Antennas (TV, Radio, Satellite)	<hr/>	<hr/>
9. Transit/School Bus Waiting Areas	<hr/>	<hr/>
10. Signs (Location, Size, Height, and Design)	<hr/>	<hr/>
11. Proposed Land Uses, Showing Building Locations	<hr/>	<hr/>
12. Location of Material Storage	<hr/>	<hr/>
13. Location of Special Facilities for Refuse Collection, Mail Delivery, etc.	<hr/>	<hr/>
14. Storm Water Management Provisions Sediment Erosion Control	<hr/>	<hr/>
15. Traffic Flow and Control Devices	<hr/>	<hr/>